ARTIST PROJECT GRANTS APPLICATION INSTRUCTIONS

Step 1 Go to **http://apg.azarts.gov** to create a member account.

Step 2 Create an ERC artist profile.

Step 3 Complete the online application. (Click ADD at the bottom of your profile.)

Step 4 Download and print the APG Signature Page. Complete, sign, and mail the Signature Page to the Arizona Commission on the Arts.

Deadlines: Application must be <u>submitted</u> by 18 September 2008. Signature page must be <u>postmarked</u> by 18 September 2008.

APPLICATION GUIDELINES

Applications that do not follow these guidelines will *not* be processed. The online application will guide you through the following:

1. Project Title:

2. Project Discipline:

Please choose from the following:

Literary Arts:	**Visual Arts**:	**Performing Arts**:	**Multidisciplinary**
Poetry	Craft	Dance	(Check all that apply)
Fiction	Design	Music	**Interdisciplinary**
Non-fiction	Intermedia	Theatre	(Check all that apply)
Other	Media	Other	
	Painting		
	Photography		
	Public Art		
	Sculpture		
	Other		

3. Grant Amount Requested:

Indicate amount up to $5,000

4. Project Summary:

Briefly summarize your project in 20 words or less.

5. Dates of Project/Phase of Project:

Please indicate a start date and end date. Use this format: MM/DD/YYYY – MM/DD/YYYY

6. Project Narrative:

Describe what you propose to do. Upload one page PDF. Use 12pt. types. Use 1" margins.

7. Project Budget and Timeline:

Outline how you would use the funds to complete the proposed project. Describe the timeline. Upload one page PDF.

8. Artistic Work Samples:

Artistic Work Samples must represent work completed by the artist within the last 5 years. You may submit no more than one artistic work sample completed prior to the last five years, if necessary. Acceptable artistic work samples include audio, video, image file, or PDF document. Please choose the most appropriate format to represent your discipline through your artistic work sample.

Do not submit enhanced promotional materials that are different from your usual style of performances/exhibitions/programs. These materials do not allow panelists to see/hear the artistic quality of the artist. Please choose the most appropriate representation of your work when preparing your artistic work sample.

Audio Material
Audio material must be submitted in .mp3 format. Applicants submitting audio material as their primary work sample are limited to one three-minute segment. One or several short works or excerpts of works could be included. If the applicant submits more than three minutes, only the first three minutes will be heard in the jury process.

Video Material
Video material must be submitted using the provided video publisher (guidance provided at the time of uploading material). Applicants submitting video material as their primary work sample are limited to one three-minute segment. One or several short works or excerpts of works could be included. If the applicant submits more than three minutes, only the first three minutes will be viewed.

Digital Images
Images must be submitted in .jpg, .jpeg, .gif, .bmp, or .tif format. Applicants submitting images as their primary work sample are limited to five total images. If the applicant submits more than five images, only the first five will be viewed.

Written Document
Writing samples must be submitted in .pdf format. Applicants submitting writing samples as their primary work sample are limited to five total pages of material. Pages must be numbered, with 1" margins, in 12 point font size. Prose must be double-spaced, and poetry must be single-spaced.

Combination of Materials
If it is necessary to use more than one artistic work sample format, please calibrate accordingly for a 3 minute viewing or experience of the combined samples.

Artistic Work Sample Description
The online application will guide you through labeling and providing a description of your work sample(s). Be sure to include all pertinent information. Include title of the piece(s), represented artist(s), date completed or premiered, and as necessary dimensions and medium of the work, and other pertinent technical information.

9. Relevance of Artistic Work Samples:

Please state how the Artistic Work Samples you are submitting relate to your proposal in 50 words or less.

10. Resume or Bio:

Applicants must submit a one page resume or bio for the primary applicant and up to a half-page bio for each additional artist involved in the project. Applicant may submit a description of training and process in lieu of a resume. Upload resume or bio as PDF. Prior to uploading resume or bio, save file as **lastname_resume (or bio).**

11. Other artist(s)/individual(s) or collaborator(s) named in the project and their disciplines: Use this format: Full Name, Artistic Discipline.

12. Download and complete the Signature Page:

This page must be postmarked or delivered to ACA offices no later than 5pm, Thursday, September 18, 2008. This document certifies that at the time of submission the applicant is at least 18 years of age and a resident of Arizona and that all statements made in the application are true to the best of their knowledge and in accordance with the eligibility criteria for this program.

Application Materials Checklist:

☐ Completed application at apg.azarts.gov
☐ Uploaded Artistic Work Samples
☐ Uploaded Project narrative
☐ Uploaded Project Budget and Timeline
☐ Uploaded Resume/Bio
☐ SUBMIT application at apg.azarts.gov

Mail:
☐ Complete, sign and return Signature Page